Adopted: 1 September 1982

Revised: 7 March 1984
10-23-02

Previous Policy Number: **EGAA**

Presented as below to School Board for Review on 12/3/00 & 2/14/01

COPIES OF RECORDS

Fee Schedule - The following fee schedule shall apply to all requests for reproduction of district records (on a time available basis):

1.

1-10 copies:	.10 per page
11-50 copies	.15 per page
50 or more	The actual cost of time and materials used to comply with the request.
Certification	$1.00 for each certification made.
Commercial Service	Time and materials for district personnel. The requestor will pay the copy service directly.

2. Review and reproduction of public printed district records and non-printed (electronic material will only be allowed during normal office hours (8 a.m.-4 p.m.) weekdays at the district office. If the district office staff is busy, or requested material is not immediately available, a reasonable length of time will be established in which to respond to such requests by the district superintendent.
3. There is no fee for the reproduction of public non-printed (electronic) district material. The individual or organization requesting reproduction of public non-printed (electronic) district material will provide their own equipment and labor.
4. A master log for review or reproduction, or both, of public non-printed (electronic) district material will be kept by the fiscal year (July 1 to June 30). The log will contain the date of the public non-printed (electronic) material requested; nature of the material; name of individual or organization reviewing or reproducing material; if material was reviewed or reproduced or both, and the name of the district personnel responsible for the material to be reviewed or reproduced. The master log will be retained to coincide with the length of retention of the electronic minutes.
5. Non-printed minutes (electronic) will be retained for up to two (2) years. Exceptions may be made for items regarding potential legal matters.